



COMMUNITY DEVELOPMENT

CONDITIONAL USE PERMIT APPLICATION

☐ Residential Dwelling

☐ Commercial

☐ Other

Contact Information

Applicant: _____ Phone: _____

Address: _____ Email: _____

Property Owner: _____ Phone: _____

Address: _____ Email: _____

ePlans Submitter: _____ Phone: _____

Address: _____ Email: _____

Property Information

Site Address: _____ Tax map & lot number: _____

General Plan Designation: _____ Zoning District: _____

Proposal

Project Description: _____

Total structure square footage of proposed use: _____

To the best of my knowledge, all statements and information contained in this application and attached exhibits are true and correct. I authorize City of Bend staff and/or Hearings Body to enter the property for inspection of the site in conjunction with this land use application.

Property Owner: _____ Date: _____

SUBMITTAL REQUIREMENTS

All plans must be submitted electronically. Please complete this application, save it to your computer, and e-mail it to bendplanning@bendoregon.gov. Once the application is received by the City and entered into our system, you will receive emailed instructions on how to upload your application materials to the City's ePlans electronic permitting system. Application fees may be paid in person or mailed to the City of Bend Permit Center, 710 NW Wall Street, Bend, OR 97701. Credit card payments may also be made by phone after you receive the ePlans upload request. Call (541) 388-5580 and select option #3 for the Planning Division to pay with a credit card.

☐ **Site Plans & Maps:**

- Drawn to scale, in an easily readable size such as 1"=10'; with a north arrow
- Show all structures with dimensions and setbacks to property lines
- Show all property lines with dimensions and easements
- Show existing and proposed paving, (parking, walkways, patios) with dimensions as well as curbs, driveway curb cuts, and sidewalks
- Provide topographical contour lines (1 ft intervals if slope is <15% & 5 ft if > 15%)
- Show on-site grading and how drainage is retained on-site
- Provide building coverage calculations

☐ **Landscaping Plan:**

- Show existing trees and natural features – indicate removal plans, if any
- Indicate size, spacing & species of all proposed plant materials, including ground cover
- Calculate landscape coverage

☐ **Building Elevations**

- Indicate height of all structures
- Show materials and colors, including doors and windows and exterior lighting fixtures

☐ **Floor Plans**

☐ **Current Deed**

- Include copies of any existing and proposed restrictive covenants and/or easements

☐ **Written Narrative addressing Conditional Use Permit Criteria (see criteria below)**

☐ **Verification of Neighborhood Meeting**

The applicant for a Conditional Use Permit shall present the proposal at a public meeting prior to submitting the application to the City Planning Division. The presentation shall be made at either a regular or special meeting with a neighborhood association recognized by the City of Bend whose boundaries the subject property lies within, or a public meeting arranged and conducted by the applicant. It shall be the responsibility of the applicant to schedule the meeting/presentation and provide adequate notification to the residents of the affected neighborhood of the date, time and location of the meeting/presentation. Such meeting shall be held no less than 15 days and no more than 45 days from the date that the applicant notifies the designated representative of the affected neighborhood association.

The applicant shall send mailed notice of the public meeting to all property owners within 500 feet of the boundaries of the subject property, and, if any part of the subject property is within the boundaries of a neighborhood association recognized by the City of Bend or within 500 feet of any other neighborhood association recognized by the City of Bend, notice shall be sent by Priority Mail with Delivery Confirmation to the designated representative of such neighborhood associations. The mailing list shall be compiled from the Deschutes County Tax Assessor's property owner list from the most recent property tax assessment roll. The address for the designated representative of the affected neighborhood associations shall be obtained from the City of Bend. The notice shall be sent a minimum of 15 days prior to the public meeting, and shall include at a minimum:

- a. Date, time and location of the public meeting.
- b. A brief written description of the proposal and proposed use, but with enough specificity so that the project is easily discernable.
- c. The location of the subject property, including address (if applicable), nearest cross streets and any other easily understood geographical reference, and a map (such as a tax assessors map) which depicts the subject property.

The applicant shall provide the following documents with their Site Plan Completeness Check:

- Provide [Verification of Compliance](#) Form with signature from the Neighborhood Association representative
- Provide [Verification of Public Meeting](#) Form with signature from the Neighborhood Association representative
- Provide copy of the notice mailed to property owners within 500 feet of the subject site as well as a copy of the mailing list and a copy of Priority Mail Delivery Confirmation to the Neighborhood Association representative

BEND DEVELOPMENT CODE SECTION 4.4.400 CONDITIONAL USE PERMIT CRITERIA

4.4.400 Criteria, Standards and Conditions of Approval.

The City shall approve, approve with conditions, or deny an application for a conditional use or to enlarge or alter a conditional use based on findings with respect to each of the following standards and criteria:

A. Use Criteria.

1. The site size, dimensions, location, topography and access are adequate for the needs of the proposed use, considering the building mass, parking, traffic, noise, vibration, exhaust/emissions, light, glare, erosion, odor, dust, visibility, safety, and aesthetic considerations;
2. Any negative impacts of the proposed use on adjacent properties and on the public can be mitigated through application of other code standards, or other reasonable conditions of approval that include but are not limited to those listed in subsection (C) of this section; and
3. All required public facilities have adequate capacity as determined by the City, to serve the proposed use.